



Position: Site Coordinator (Full-Time)

Organization: After-School All-Stars Puget Sound

Location: Showalter Middle School (Tukwila), Meeker Middle School (Kent/Renton), and TBD middle school (Federal Way)

Hours: 40 hours/week, (Typically Monday-Friday, 9:30am-6:00pm)

Pay: \$23/hour

Offering a \$600 sign-on incentive (\$300 paid upon hire and \$300 paid after 6 months of employment)

ORGANIZATION BACKGROUND:

After-School All-Stars (ASAS) is one of the leading national after-school program providers in the country. With a special focus on the middle school age group, our comprehensive school-based programs include Academic Readiness, Career Exploration, STEM, Wellness/Social Emotional Learning, and the Arts to help build the knowledge and skills children need to succeed, both in school and in life. Founded by Arnold Schwarzenegger in 1992, ASAS provides free, daily after-school and summer programs to more than 80,000 youth in over 400 school sites in 19 chapters across the U.S. With the award of a national expansion grant, ASAS launched programs in the Puget Sound region during Fall 2016 and is currently in our sixth program year. ASAS Puget Sound serves approximately 600-800 students within Kent, Tukwila and Renton (with expansion into Federal Way in the Spring of 2022).

A UNIQUE OPPORTUNITY:

The **Site Coordinator**, under the direction of the Program Manager, is responsible for the daily operation of the after-school and summer program, including, but not limited to, safety, personnel, activities, and general program operations.

Program Management:

- Become integrated into the larger school community
- Prepare monthly reports and follow grant program deliverables at their school site
- Supervise a team of 5-6 Program Leaders/Instructors to ensure quality and engaging programming (after school programs during school year and summer programs)
- Monitor daily activities and maintain an inviting, safe, and orderly environment
- Oversee day-to-day summer program execution in consultation with school administration and ASAS Program Manager
- Monitor student behavior during program hours and utilize appropriate accountability measures as necessary
- Visit various after-school activities daily to provide instructional and behavioral support to Program Leaders.
- Observe performance of Program Leaders and provide suggestions, demonstrations, and assistance for improvement, as needed
- Review activity/lesson plans and provide feedback to Program Leaders each week
- Submit supply requests to ASAS Program Manager each week
- Help to lead or cover ASAS classes or programs, when applicable or needed
- Conduct regular weekly staff meetings with team of Program Leaders
- Provide program supplies and materials to Program Leaders in a timely fashion
- Support and implement Youth Program Quality Intervention (YPQI) and Site Safe & Healthy Operations Pulse Checks at school site
- Collaborate with program staff to ground programming in diversity, equity and inclusion (DEI) to ensure all students feel welcomed, supported and part of the ASAS community
- Plan and lead the Youth Advisory Council at partnering school site—leadership development for students and gain feedback about the program
- Plan and lead the end-of-session celebrations (quarterly) and end of school year closing procedures at school site

Administrative Duties:

- Acquire and coordinate program equipment, materials, facilities, and district meals/snacks
- Maintain and forward fiscal data, including timesheets, material requests, evaluations, and attendance data to the Program Manager according to established procedures and timelines
- Complete all required reports and submit them by established due dates
- Attend all training and professional development activities and meetings provided by ASAS and the partnering school site
- Maintain accurate daily input of Cityspan for attendance
- [Showalter Middle School Only] Maintain 21st Century Community Learning Center (CCLC) Annual Performance Reports (APR)—input students registered, monthly data reports, daily attendance, etc.
- Distribute and collect field trip forms from students
- Support and help to manage program partners and district/school stakeholders
- Check email daily to ensure that ASAS chapter, program and school updates are reviewed in a timely manner and communicated to stakeholders

School & Community Outreach:

- Serve as a liaison with school administration, and staff, ensuring ASAS is represented at school activities, including staff meetings, assemblies, and classroom visits
- Communicate regularly and proactively with program partners, school administrators, ASAS Program Manager and Executive Director.
- Coordinate outreach and communications to students, parents and families
- Plan and organize quarterly Family Wellness Events in coordination with other CBOs/non-profit organizations to provide important resources/services to families
- Respond to inquiries from students, parents, and families regarding program offerings, attendance, and registration procedures
- Develop program schedules that incorporate student interests, required curricula and timeframes, and ensure accurate implementation
- Organize and execute innovative student recruitment and retention strategies (attending school lunches daily and occasional homeroom visits to provide ongoing recruitment students)
- Maintain a clear and consistent line of communication with program staff, school administration, and parents
- Perform other duties as assigned

Health & Safety:

- Follow CDC and school district health and safety guidance. Utilize and encourage use of masks for staff (during the Covid-19 pandemic); implement sanitizing protocols of school spaces
- Routinely count students during program to ensure they are accounted for, and no students are wandering unsupervised around the school campus
- Maintain 20:1 ratio (student to staff)
- Organize and lead ongoing emergency drills for staff and students
- Write and submit incident reports and collect witness reports, as needed
- Double check program attendance sheets each day of the program and oversee the Average Daily Attendance (ADA) goals

QUALIFICATIONS & SKILLS REQUIRED

The Site Coordinator is a detail-oriented self-starter with strong leadership, organizational, management, and communication skills.

- Some college or higher education coursework is required (education, social or human services, child/youth development, counseling, or related field is desirable)

- 1+ years' experience working in a leadership or supervisory capacity in an after-school, summer program, day camp or community youth outreach setting is preferred
- Successful experience with planning, implementing and directing activities for youth
- Ability to learn student data management system
- Ability to work cooperatively and collaboratively with school district staff, administrators, public officials, private sector officials, parents and community partners
- Strong youth engagement and relationship-building skills
- Excellent organizational and coordination skills, with strong attention to detail
- Familiarity and experience working with youth from diverse cultural and socio-economic backgrounds is strongly preferred
- Commitment to racial equity and value placed on intersectionality, promoting diversity, inclusion, and belonging for all students
- Ability to work under high-pressure, fast-paced and demanding/adaptable environment
- Skill in data tracking, record keeping, writing reports, and maintaining student records
- Ability to communicate effectively and demonstrate sensitivity to others as well as respond to critical incidents and emergency situations with swift and mindful action
- Resourcefulness and ability to identify solutions to challenges or issues
- Multilingual skills are a plus
- Must clear FBI and local background checks
- Availability to work 40 hours per week (occasionally evenings or weekends for field trips and special events for overtime pay)
- As of October 18, 2021, ASAS staff are required to either be fully vaccinated against COVID-19 or have been granted a religious or medical exemption

BENEFITS

- ASAS offers a generous paid time off plan, medical, dental, vision, and 403(b) plan
- ASAS offers ongoing professional development opportunities, including cultural competency training, identity development in youth, community building, behavior management/restorative justice practices, activity/lesson planning, building connections with students, and more

ASAS is an equal opportunity employer. We encourage people of color and residents of the communities we serve to apply.

HOW TO APPLY

- Please submit your resume & cover letter via e-mail to **pugetsoundjobs@afterschoolallstars.org**
- Please put "Site Coordinator, ASAS Puget Sound" and your last name in the subject heading

Job Type: Full-time

Pay: \$23.00 per hour

To learn more about ASAS, please visit our website:
www.afterschoolallstars.org | www.asaspugetsound.org